

CIA INTERNAL USE ONLY

62-1841

23 MAR 1962

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Monthly Report - Status of CIA  
Headquarters Building Project  
as of 28 February 1962

## 1. Planning

a. Based on requirements for the WH project location in the northwest corner of the ground floor, architectural, electrical and partition drawings were made and submitted to the contractor. A quantity of full and part-height partitions and electrical fixtures were anticipated for future use in making changes. A list of this material was also submitted to the contractor to be purchased and turned over to the Government.

b. Large scale drawings of the Director's area on the seventh floor were made for space allocation studies by the Director. Close supervision of the Director's area was maintained during the last stages of completion to insure that furniture placement and all accompanying facilities were in conformity with the plan. Pre-move surveys were completed on the south half, second, third, and fourth floors and Wing J, of the seventh floor to insure that placement of the telephone and power outlets were in conformity with the plans. Plans were studied and drawings are being prepared for installation of the special audio system for the OTM classroom.

c. Moving Plans: The contract for the final move to the new building commencing 19 February was awarded to Merchants Transfer and Storage Company, for \$32,400. This company had the first contract and did a very satisfactory job.

## 2. Work Progress

a. Heating, Ventilating, and Air Conditioning: Balance conditions are reasonably good on the seventh floor but noise emanations from ducts, which have been higher than allowable, should be corrected by 15 March. The rate of progress in balancing the second through the sixth floors has been slower than anticipated. Although balancing of the ground and first floor has been disappointingly slow, the Chief of New Construction, Public Buildings Service, has been pressuring the mechanical subcontractor and has assured us that these areas will be ready for occupancy as scheduled.

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**b. Power, Telephones and Alarms**

(1) **Power and Telephones:** Power receptacles and lighting fixtures are generally complete. All telephone cable has been pulled except two per cent of the first floor and 60 per cent of the ground floor.

(2) **Emergency Power:** A punch list of deficiencies in the auxiliary equipment of the instantaneous generators has been submitted to PBS. Although these items will not prevent operation of the units, they must be corrected to insure uninterrupted and trouble-free operation.

(3) **Alarms:** Testing of the ultrasonic and contact alarms should be completed by the middle of March. The photo-electric detectors have been installed but not tested. The test of audible alarms on 26 February revealed some minor malfunctions.

**c. Construction**

(1) **Site:** Planting of trees and landscaping are 85 per cent complete. Demolition of the contractor's office building has started and removal should be completed by the middle of March. All material is on the site for repair of the steam line and work will commence as soon as weather permits. It is estimated that back-filling and paving will not be completed until mid-May at the earliest, probably mid-June.

(2) **Building :** 9.12 per cent of the contract was completed this month, bringing completion to 98.68 per cent. At the end of February there were 176 employees on the job compared to 295 at the end of January. Change orders were approved this month in the amount of \$94,207, bringing the total to \$1,055,617, and the total approved and pending to \$2,217,903.

Most of the contractor's shops on the ground floor have been moved to the basement. Installation of low metal partitions is 90 per cent complete. The first floor is generally complete and the Cable Secretariat area was accepted 27 February. All of the second through seventh floors have been accepted by PBS. The Director will occupy his seventh floor suite on 5 March. (See attached photographs)

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d. Cafeteria: Service in the south dining area commenced on 28 February with a total of [ ] customers for lunch and breakfast. The installation of the stainless steel fascia on the exterior of the roof arches is proceeding very slowly and is approximately ten per cent complete. Due to lack of flashing on the fascia some water leakage is occurring at the intersection of the arches.

e. Pneumatic Tube and Conveyor Systems: The C System was rejected by the General Services Administration inspectors on 21 February, indicating an additional month's work still required. The A and B systems should be ready for testing by the end of March. The Lannon Beonstube has been accepted by the Cable Secretary and Director of Communications. Procurement Division, Office of Logistics, has been given verbal proceed orders for installation. Work is complete on the conveyor system with the exception of Core A. The whole system should be ready for test on or about 31 March.

f. Auditorium: The terrazzo stage and lobby floor, woodwork, seats, and projection equipment are the major items to be completed in the interior. Tompkins-Jones is submitting a proposal of approximately \$135,000 for the new dome with an estimated completion time of 38 weeks after a proceed order is issued. No leakage into the auditorium has been experienced to date.

g. Elevators and Incinerators: All elevators and dumbwaiters have been accepted except four elevators in Core E. These should be ready for service by 21 March. Piping and electrical work for the incinerators will be completed the week of 5 March, with acceptance tests scheduled for the week of 12 March.

h. Medical and Walnut Areas: Electrical distribution panels and secondary feeders are being installed in the Walnut area and should be completed by 16 March. No problems are anticipated in installation of equipment but completion of temperature and humidity controls will require expediting to meet the move schedule.

i. Power House: The Power House has been accepted except for punch list items. The air-conditioning equipment cannot be fully tested until a summer load is put on the compressors and other machinery.

### 3. Action Required by the Deputy Director (Support)

None

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**4. Action Required by the Director of Logistics and Chief,  
Building Planning Staff**

a. Continue working with liaison officers on determination of telephone service, space revisions to be implemented after the building is completed, and inventories and special requirements related to moving plans.

b. Continue liaison with PPS and contractors on layout and equipment revisions and problems in completing construction on schedule.

**JAMES A. GARRISON  
Director of Logistics**

**Attachments**

**Distribution:**

- 0 & 1 - Addressee, w/att.
- 1 - As. Liaison Officer
- 1 - OGC [redacted]
- 1 - PD [redacted]
- 1 - OL File
- 1 - D/L Chrono
- 1 - BPS (Project Off.) retained
- 3 - BPS (1 retained)

OL/BPS [redacted]  
(21 March 1962)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Logistics  
1C-50 Quarters Eye

NO.

DATE

23 MAR 1967

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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